

University of Washington, Bothell

Inclement Weather/ Suspension of Operations Procedure

UWB Info Line:
425-352-3333

UW Seattle Info Line:
206.UWS.INFO
(206.897.4636)

Introduction

This procedure applies to the closure of the University of Washington, Bothell and provides operational guidelines to implement the University Suspended Operations Policy (*University Handbook*, Executive Order #27). Please note the decision to suspend operations on the Bothell campus is made independently of the decision for the Seattle or the Tacoma campus.

All faculty, staff, and students should assume UWB is open and holding classes unless notified to the contrary in accordance with these procedures.

Implementation

This procedure will be implemented whenever emergency conditions require that the University of Washington, Bothell suspends operations. Decisions regarding closure and or cancellation of classes should be made prior to the following times, although unexpected weather conditions may alter this schedule:

6:00 AM.:	Early morning classes from 8:00 - 11:30 AM.
9:30 AM:	Mid-day classes from 11:30 - 4:30 PM.
2:30 PM.:	Late afternoon/early evening classes from 4:30 – 8:00 PM.
5-6:00 PM:	Late evening classes from 8:00 PM – 10:00 PM.

Emergencies and Disasters

Suspension of operations is the temporary discontinuance of normal work activities, academic or support programs, and other campus events. Campus-wide disasters, complete power and telecommunication outages, or localized emergencies on campus will be covered by the University's Emergency Operations Plan. When operations are suspended due to an emergency, the following will occur:

- Assessment of conditions and potential to seriously disrupt the operations of the campus.
- Decision to suspend operations.
- Activation of notifications systems to inform faculty, staff, and students of suspension decision.
- Application of compensation guidelines for time off during suspended operations (*University Handbook*, Executive Order #27).

Administrative Services will continue to be operational and staffed regardless of suspension announcements, but may operate on a reduced schedule or scope of activities. In addition, each major unit of UWB has designated an individual who will be considered "essential" during suspended operations, and will be responsible for updating voice-mail and e-mail communications in that unit.

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General Responsibilities

Chancellor

- Authorizes suspension of operations in consultation with the Executive Vice President, Vice Chancellor for Administrative Services, and the Weather Team.

Vice Chancellor for Administrative Services

- Authorizes suspension of operations if the Chancellor is not available.

Director of Facilities

- Monitors severity of conditions for effect on UWB facilities. Makes local contacts to determine weather conditions.
- With the Chancellor's authorization, implements Inclement Weather Procedures for buildings, campus roads, and related tasks as necessary.
- Lead on Weather Team contacts and information gathering of campus area concerns and needs.

Public Relations and Communications Officer

- Notifies media
- If campus suspends operations on a Friday and special events are scheduled for the weekend:
 - Clarify status of campus' weekend operations.
 - Disseminate information to the media regarding events.
 - Confirm hour of Library and Computer Lab operations and notify media.

UWS Computing and Communications

- Activates message on 206.UWS-INFO (206.897.4636)

Program Staff

- Update program office voice mail message.
- Notify Student Affairs of cancelled classes.
- Post information on program email lines.

Faculty

- **Call the UWB Information line: 425-352-3333** or Seattle: 206.UWS.INFO or 1-866-UWS-INFO to determine whether campus operations have been suspended.
- Call program office for information or to inform office of inability to come to campus.
- Remotely change voice mail for individual classes.
- Post Usenet group message on status of campus/class.
- For small classes, faculty may want to use telephone tree.

Staff

- **Call the UWB Information line: 425-352-3333** or Seattle: 206.UWS.INFO (206.897.4636) or 1-866-UWS-INFO (1.866.897.4636) to determine whether campus operations have been suspended. If not suspended, assume normal hours of operation.

Directors

- Develop internal procedures and guidelines for dealing with campus-wide inclement weather policy. At the beginning of Autumn and Winter quarter, each program office will forward to the Chancellor's Office, Vice Chancellor for Administrative Services, Facilities Director, and Director of Student Affairs an outline of procedures that the program will follow to notify students regarding class cancellation or campus closure.

"Essential" Unit Staff

- Assumes responsibility for regularly checking unit office voicemail and updating voicemail as additional information is made available.
- Assumes responsibility for regularly monitoring email and providing up-to-date information to "**nball**" as it becomes available.

Students - Will access information about class and/or campus closure through:

- TV and radio announcements
- **UWB Information Line: 425-352-3333** or Seattle: 206.UWS.INFO or 1-866-UWS-INFO
- UWB campus Usenet group: uwash.bothell.students
- Class Usenet group (if available)
- Faculty office phone number (if available)
- Program office phone number
- UWB main switchboard, 425.352.5000; 1.800.736.6650; 425.352.3333
- Library circulation desk number, 425.352.5340

Finance & Administration Office

- Advises campus department and employees of compensation practices in the event of a full or partial suspension of operations.